

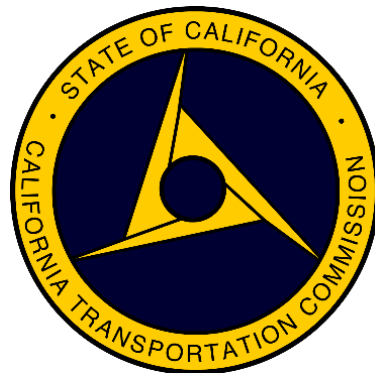
# **CALIFORNIA CONSERVATION CORPS**

## **2020/2021 ACTIVE TRANSPORTATION PROGRAM AUGMENTATION GUIDELINES & PROCEDURES**

for  
Certified Local Community Conservation Corps

FUNDED BY:

SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017



**STATE OF CALIFORNIA**

**CALIFORNIA NATURAL RESOURCES AGENCY**

~~Revised October 2019~~

**Revised October 21, 2019**

## Technical Assistance for ATP Augmentation Program

Direct All Correspondence and Grant Applications to your assigned Local Corps Grant Coordinator:

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# I. OVERVIEW

## Program Information

The Active Transportation Program (ATP) was created to encourage increased use of active modes of transportation, such as walking and biking. ATP is overseen by the California Transportation Commission (CTC) with support from the California Department of Transportation (Caltrans). Senate Bill 1 directs \$100 million annually from the State's Road Maintenance and Rehabilitation Account to the Active Transportation Program beginning in the 2017/2018 fiscal year. This additional ATP funding is referred to as ATP Augmentation (ATP Aug). In addition, Assembly Bill 97 directs \$4 million of the \$100 million ATP Aug funds annually for five years to the California Conservation Corps (CCC) for active transportation projects to be developed and implemented by the CCC and certified Local Conservation Corps (LCCs). Not less than 50% of these funds shall be in the form of grants to certified LCCs, as defined in Section 14507.5 of the Public Resources Code.

For the 2020/2021 Fiscal Year, not less than \$2 million will be awarded to certified LCCs for eligible ATP Aug projects.

The California Conservation Corps ATP Guidelines (Appendix A) for the CCC and LCCs were developed in collaboration between the CCC, the California Association of Local Conservation Corps (CALCC), Caltrans and the CTC. The guidelines and procedures herein serve as a supplement to the adopted Guidelines in order to provide information regarding the CCC's grant policies, procedures, eligible costs, billing procedures, and accountability requirements for ATP Aug grants.

Unless otherwise specified in these guidelines, procedures and attachments, the CCC, CTC and Caltrans will adhere to the most recently adopted ATP Guidelines: <https://catc.ca.gov/programs/active-transportation-program>.

## Goals of ATP

The purpose of ATP is to encourage increased use of active modes of transportation by achieving the following goals:

- Increase the proportion of trips accomplished by biking and walking,
- Increase safety and mobility for non-motorized users,
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals,
- Enhance public health,
- Ensure that disadvantaged communities fully share in the benefits of the program,
- Provide a broad spectrum of projects to benefit many types of active transportation users

## Solicitation of LCC Grant Proposals

LCCs certified for the 2020/2021 fiscal years may submit ATP Aug project proposals to the Bonds & Grants Unit for consideration. All projects must be reviewed and approved by the CCC Review Committee, Caltrans and the CTC.

- **The minimum project proposal amount is \$50,000.**
- **The maximum requested amount is \$142,857 per LCC, not including substitution projects.**

LCCs are encouraged to submit substitute projects in the event additional funds become available and/or projects fall through. Substitute projects are due at the same time as your main project(s). Per the adopted Guidelines, projects will be reviewed on a competitive basis and scored based on the specific priorities for ATP (see next section).

## Priorities for ATP

The most competitive projects will meet one or more of the following priorities:

- Connects or completes a larger network of active transportation.
- Benefits a Disadvantaged Community (DAC). See Appendix C for acceptable methodologies for determining DACs.
- Part of a local or regional bicycle, pedestrian or active transportation plan.
- Utilizes leveraged or matching funds.
- Provides transit-sector workforce education and training.

## Key Dates

Key Dates – Round 3	
October 15, 2019	Solicitation period begins. Applications will be screened and reviewed on a rolling basis.
December 31, 2019	Last day to submit Applications for FY 20/21.
February 14, 2020	Eligible applications are sent to Caltrans. Caltrans consults with CCC to ensure program compliance and makes recommendations for CTC.
June 24-25, 2020	CTC adopts Recommended Projects List and allocates FY 20/21 funds to CCC.
Mid-August	Grant Agreement Executed.
December 31, 2020	Last day for FY 20/21 projects to begin.
December 31, 2022	All FY 20/21 projects must be completed.

## Project Performance Period

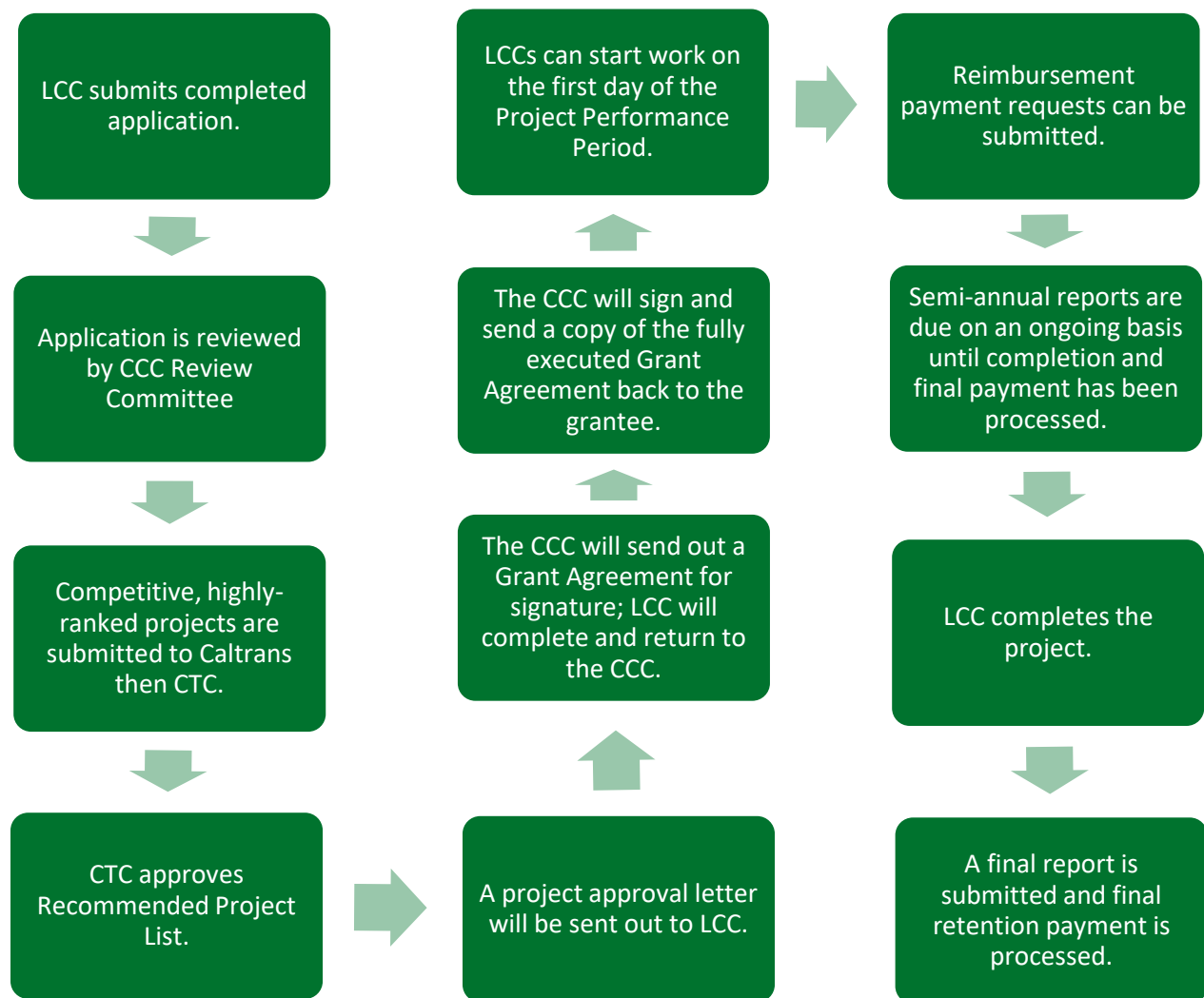
Work cannot begin until the CCC has been given authority to implement new projects by the CTC and an executed Grant Agreement is on file. Projects approved by the CTC must begin within six months of an award and must be completed by June 30, 2022.

Only costs incurred between the specified beginning and end dates of the Project Performance Period in the Grant Agreement are eligible for reimbursement. **Costs incurred outside the Project Performance Period are not eligible for reimbursement.** Obtain written approval BEFORE beginning work or otherwise incurring any expenses.

No projects shall begin until:

- The State of California Legislature appropriates the allocated funds.
- The CTC approves and adopts the project as a resolution during a CTC meeting.
- California Environmental Quality Act (CEQA) compliance is filed, submitted and the 35-day waiting period has expired.
- CEQA e-resolution has been issued by the CTC (for non-exempt projects).
- The CCC has approved the project in writing via an executed Grant Agreement.

## Overview of Grant Process



## II. REQUIREMENTS

### General Requirements

All projects funded under this program must comply with the applicable legislation, 2020 ATP Guidelines, SB-1 Accountability and Transparency Guidelines and all other applicable state laws. Requirements include:

- All projects must promote the goals of the ATP.
- The minimum request for ATP Aug funds is \$50,000.
- The maximum requested amount is \$142,857 per LCC, not including substitution projects.
- At least 25% of the Corps ATP Aug funds shall be allocated to projects serving Disadvantaged Communities. See Appendix C for more information on DAC criteria.
- All projects must comply with the California Environmental Quality Act (CEQA), Division 13 (commencing with Section 2100).
- Applicable projects on federal land must comply with National Environmental Policy Act (NEPA).
- The LCC is responsible for ensuring the project complies with all applicable laws and regulations.
- Beginning October 9<sup>th</sup>, 2019, all ATP applicants must meet the minimum expectations for conducting pre and post user counts. See below for more information on User Counts Reporting.

### Additional Caltrans Requirements

Caltrans requires that the CCC report on ATP-specific outputs and outcomes. The scope of work in the project description must detail the project deliverables, and those deliverables must be quantified using specific reporting categories.

The deliverables listed in the proposed project should be one or more of the following ATP-specific outputs and outcomes:

- Pedestrian/bicycle facilities miles constructed
- Number of signs, lights, greenway or other safety/beautification
- Sidewalk miles

If the proposed project does not fall under one of the above-listed categories, please consult the Local Corps Grant Coordinator to determine the appropriate category.

### User Counts

Bicycle and pedestrian counts are required to determine capacity and measure the potential changes as a result of an ATP Aug. project. Caltrans and the CTC requires LCCs to conduct pre counts that must be taken no more than six months before the project start date, and post counts that shall be taken at least six months after project is complete. Pre counts are not required for the construction of new trail(s). See Appendix B for more details.

### Eligible Projects

Eligible projects must meet the goals of ATP as listed above and may be part of an existing bicycle or pedestrian transportation plan, safe routes to school plan, active transportation plan for disadvantaged communities or multi-use or recreational trail plan.

Eligible projects include, but are not limited to:

- Repair, remove and replace sidewalks
- Sign installation

- Irrigation
- Landscaping
- Demolition and deconstruction
- Tree planting
- Trail construction
- Bike locker and bike rack installation
- Fencing
- Outreach and education

Examples of typical project work can be found in the Commission's ATP Guidelines:

<https://catc.ca.gov/programs/active-transportation-program>.

## Ineligible Projects

Routine maintenance – ATP Aug funds cannot be used for routine maintenance, weed removal, lot clearing, trash pick-up or landscaping, which is ordinarily conducted less than every five years. However, such activities can occur if they are incidental and/or needed to accomplish a project that meets ATP Aug project eligibility guidelines.

## California Environmental Quality Act (CEQA)

CEQA requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible. All projects funded by this program will trigger CEQA compliance

**Lead Agency:** All CEQA reports are to be completed by the lead public agency (typically, the Project Sponsor). CCC shall not act as a Lead Agency for ATP Aug projects.

**CEQA Process:** The LCC or Sponsor shall check with the local city or county planning agency for more information on how to complete CEQA.

**Categorical Exemptions:** Many projects undertaken by the CCC and LCCs qualify for Categorical Exemptions. A Categorical Exemption means that a project falls under a specific type of work that does not require an Initial Study or Environmental Impact Report. Categorical Exemptions do not mean that the project is exempt from CEQA compliance. A list of Categorical Exemptions to CEQA can be found at:

<http://resources.ca.gov/ceqa/guidelines/art19.html>

### **CEQA documentation must be submitted with the Application and must include one of the following:**

- a) A Notice of Exemption filed with, and stamped by, the county clerk/recorder's office or State Clearinghouse (SCH);
- b) An Initial Study with a Negative Declaration or Mitigated Negative Declaration, with the submittal confirmation response from the State Clearinghouse, and a copy of the Notice of Determination filed with, and stamped by, the county clerk/recorder's office or SCH; or
- c) An Initial Study and an Environmental Impact Report, with the submittal confirmation response from the SCH, and a copy of the Notice of Determination filed with, and stamped by, the county clerk/recorder's office or SCH.

A CEQA Compliance Certification Form is also required with the Application.

Additional information regarding CEQA can be found on the California Natural Resources Agency's website at [resources.ca.gov/ceqa/](http://resources.ca.gov/ceqa/).

**\* Applications that do not have CEQA completed at the time of submission will not be considered. \***



## **National Environmental Policy Act (NEPA)**

If the project is located on federal land or is receiving federal funds, documentation of NEPA compliance must be submitted with the Application in addition to CEQA documentation for all projects. All ATP Aug projects must comply with CEQA, even if the proposed project work is on federally-owned land.

### III. ELIGIBLE COSTS

- Only direct project-related costs incurred during the Project Performance Period specified in the Grant Agreement will be eligible for funding. All eligible project costs must be supported by the appropriate documentation. Indirect costs are not eligible for this program.
- Up to ten percent (10%) of the grant may be budgeted for unanticipated “contingency” costs. All such costs must be eligible per these Guidelines. Contingency funding is available for use in any of the budget categories except for indirect costs. Explanation and approval may be required prior to expenditure of contingency funds.
- Three-Bid Process: A formal three-bid process shall be used for procuring contractors, materials and/or supplies of \$5,000 or more. Sole/single source vendors may be considered – grantees must submit the Non-Competitive Bid Justification Form and receive approval prior to awarding the contract to the vendor. For amounts under \$5,000, a fair and reasonable rate shall be used. The grantee shall inform the State in writing regarding all subcontractors used in performing work under this grant.

#### Direct Project Personnel

Direct project personnel is labor directly related to the implementation of the project and includes corpsmember labor, required technical consultants, and required sub-contractors. Direct personnel responsible for coordinating and supervising crews must be captured in the Hourly Rate Justification Form and **cannot** be included as a separate budget line item.

- Corpsmember Hours

The majority of awarded grant funds should be allocated toward corpsmember labor. Use the hourly rate derived from your Hourly Rate Justification Form (HRJ). Awarded grant funds for corpsmember labor must be used for actual project hours worked and cannot be used to pay for Corpsmember sick leave, vacation, or other non-working time.

Approved Hourly Rates: The CCC will reimburse eligible corpsmember labor based on an approved hourly rate for all projects completed during a given Fiscal Year, regardless of program. The LCC shall base their hourly reimbursement rate on direct costs associated with operating crews during the previous fiscal year. This rate will remain consistent throughout the program. An LCC may request an adjustment to their corpsmember hourly rate during the year if their actual costs change due to circumstances external to the LCC (e.g., state or locally mandated wage increases). The LCC shall submit a Change Request for approval with documentation to the CCC 30 days in advance. The new hourly rate cannot be applied retroactively to corpsmember hours. An increased hourly rate will not result in an increase of the total project grant amount.

**The Corpsmember Hourly Rate is capped at \$40 per hour.**

- Technical Consultants

If the project requires technical supervision in addition to what a crew supervisor or other LCC direct project staff member can provide, these costs are eligible. For example, if the project requires building a structure, a technical consultant might assist Corpsmembers with framing, drywall, etc.

- Construction Sub-Contractors

ATP Aug. funds allocated to LCCs should be used for Corpsmember labor whenever possible. When Corpsmember labor is not possible, please provide a justification with your application. If specialized construction work on a project requires more skilled labor than Corpsmembers can

provide, or be trained to provide, you may elect to sub-contract. Prevailing wages and the three-bid process apply.

- Direct Project Administration and Management

Costs relating to a project manager's time designated specifically for this project are eligible. *The project manager designated for this project cannot be included in both the HRJ/approved hourly rate and direct project management budget category.*

Costs for services of the Grantee's employees directly engaged in project execution must be computed according to the Applicant's prevailing wage or salary scales, and may include fringe benefit costs such as vacations, sick leave, Social Security contributions, etc., that are customarily charged to the Grantee's various projects. Costs charged to the project must be computed on actual time spent on the project and evidenced by time and attendance records describing the work performed on the project as well as payroll records. Overtime costs are allowed under the Grantee's established policy provided the regular work time was devoted to the same project.

Salaries and wages claimed for employees working on State grant-funded projects must not exceed the Applicant's established rates for similar positions.

## **Direct Operating Expenses & Equipment (OE&E)**

Costs for supplies, raw materials, vehicle expenses and transportation and equipment directly related to the completion of the project are eligible. A complete breakdown of direct operating expenses and equipment costs must be included in the Budget Narrative. Supplies that are part of the standard complement of tools and equipment given to all corpsmembers, including Personal Protective Equipment (PPE) and hand tools, must be captured in the Hourly Rate Justification Form and cannot be included as a separate line item under OE&E. Exceptions may be granted only with appropriate justification.

- Materials & Supplies

Costs include raw materials necessary to complete the project (e.g. mulch, decomposed granite, native plants, stakes, etc.).

Supplies and materials may be purchased for a specific project or may be drawn from a central stock providing they are claimed at a cost no higher than paid by the Applicant. When supplies and/or materials are purchased with the intention of constructing a piece of equipment, a structure or a part of a structure, the costs that are charged as supplies and materials may be capitalized according to the Applicant's normal practice or policy. If capitalized, only that cost reasonably attributable to the project may be claimed under the project.

- Equipment

Equipment may be leased, rented or purchased, whichever is most economical. Equipment owned by the grantee may be charged to the project for each use. Equipment use charges must be made in accordance with the grantee's normal accounting practices. The equipment rental rates published by the California Department of General Services (DGS) or local prevailing rental rates may be used as a guide. If the grantee's equipment is used, a report or source document must describe the work performed, indicate the hours used, relate the use of the equipment to the project and be signed by the operator and supervisor.

- Vehicle Expenses

Enter costs for vehicle fuel and projected maintenance for either leased, rented or owned vehicles. If a vehicle is owned by the LCC and not solely used for work on this proposed project, a tracking log will need to be kept to provide source documentation for the proportional amounts of these costs. Please note that vehicle costs can only be claimed as **EITHER** part of the Hourly Rate Justification **OR** the Budget Estimate.

**ALTERNATIVE** to above – If a vehicle is owned by the LCC and used for project work, mileage may be charged at the State reimbursement rate (currently \$0.58 per mile as of January 1, 2019) in lieu of including all vehicle operating expenses. Alternatively, an established daily usage rate (such as a local daily rental rate) as determined by the LCC with the methodology provided to the CCC may be charged to the project. A log must be kept to document miles and days of use on the given project.

- Acknowledgment Signage

Eligible costs include construction and placement of informational signs, which describe the project and funding source. Consult with the CCC prior to ordering a sign to ensure proper language and logos. See Appendix D for more information.

- Corpsmember Training

If a project requires training for Corpsmembers that is: a) directly tied to the project, b) considered essential to the successful completion of the project, and c) a specialized training not typically offered in the corps' general program, it may be an eligible cost. Please contact your Local Corps Grant Coordinator during the development of the application to determine if a particular training is eligible.

- Other

In addition to the major categories of expenditures, funding may be provided for miscellaneous costs necessary for project execution at the State's discretion. Please contact your Local Corps Grant Coordinator to determine if an OE&E cost not already listed is eligible.

## **Indirect Costs**

**For ATP Augmentation projects, indirect costs are not eligible per the CTC.**

## IV. APPLICATION INSTRUCTIONS

All required application documents can be found here: <https://ccc.ca.gov/local-conservation-corps/>

- Applications with supporting documentation should be organized in the order of the application checklist.
- Submit one complete application per project.
- Clearly label each item and number all pages in sequential order. Bind packages only with binder clips. If mailed, do not put in folders or notebooks.
- Please submit **complete** applications
  - Via email: [Lauren.Crachy@ccc.ca.gov](mailto:Lauren.Crachy@ccc.ca.gov) or [Anthony.Pham@ccc.ca.gov](mailto:Anthony.Pham@ccc.ca.gov)
  - Via mail:

California Conservation Corps  
Bonds & Grants Unit  
ATT: Local Corps Grant Coordinator  
1719 24th Street  
Sacramento, CA 95816

### Application Checklist

Complete this checklist, check off all documents included in your application, and organize in the order of this checklist.

#### **SAMPLE ONLY**

<b>Completed Application Form</b> - Submit completed application (signed and dated). Applications must include documentation for all applicable items on this checklist.	
<b>Letter of Support</b> ( <i>Optional - recommended for strengthening your application</i> ) - May come from the project sponsor and/or other stakeholders identifying an important community need and demonstrating that the project meaningfully addresses that need.	
<b>CCC Form 510 – Budget Estimate Form</b> – All cost elements should be clearly indicated and described on the Budget Estimate Form. The CCC encourages Applicants to be thorough when including costs/categories into a project's estimated budget. <b>Please delete unused sample rows.</b>	
<b>CCC Form 509 – Hourly Rate Justification Form – If applicable.</b> Approved hourly rates may only be updated once per fiscal year, except for special circumstances such as State wage increases. Consult with your grant coordinator to determine if a new Hourly Rate should be submitted.	
<b>Hourly Rate Justification Narrative – If applicable (see above).</b> All costs and components included in the Hourly Rate Justification (HRJ) should be clearly explained in the HRJ Narrative with enough detail that an auditor would be able to understand the reasoning/computation for all inclusions.	

<b>Project Location Map</b> – Provide enough detail to allow a person unfamiliar with the area to identify the site and immediate surroundings. Include an image from an online mapping tool such as Google Maps. Include other maps and/or aerial photographs that demonstrate the location and need for the project. Streets and other notable landmarks should be clearly marked to allow easy identification. Maps or images must fit into an 8½” X 11” folder.	
<b>Timeline</b> - Provide a high-level, estimated timeline with dates for all major tasks detailed in the proposal.	
<b>Photos</b> – Include a minimum of three (3) photos of the proposed project in its current condition. <i>In-progress and completion photos should be taken in the same location to record the progress of the project throughout the performance period.</i>	
<b>California Environmental Quality Act (CEQA) -</b> 1. Submit a copy of the recorded/filed CEQA document(s) with a stamp from County Recorder’s or State Clearinghouse, AND 2. Submit completed CEQA Compliance Certification form with original signature of Lead Agency contact.	
<b>National Environmental Policy Act (NEPA) (if applicable)</b> - For projects on federal land or includes federal match, include documentation from the federal lead agency showing NEPA compliance.	

## **V. ADDITIONAL INFORMATION, PROCESSES & PROCEDURES**

All Project Administration Forms can be located here: <https://ccc.ca.gov/local-conservation-corps/>

### **Project Approvals**

- Only costs incurred during the Project Performance Period will be eligible for reimbursement.
- Under no circumstances can the CCC authorize project work or the execution of a Grant Agreement until the CTC has authorized and allocated funding.
- Allow 60 – 90 days from the date the CCC receives CTC authorization to complete and execute a Grant Agreement. While the length of time needed for the CCC to execute Grant Agreements depends on State business services and contracting regulations, the CCC is committed to making every effort to complete and execute Grant Agreements as quickly as possible.

### **Changes to an Approved Project**

Changes can be requested using CCC Form 513 - Grant Change Request. Changes must be approved by the CCC before implementation. Changes must continue to meet the conditions and criteria described in these Guidelines and must not reduce the impact or stated objective of the project. Change requests may require Caltrans and/or CTC approval. Any changes that significantly alter the purpose of the project or its advancement of ATP goals will not be approved.

### **Changes to Project Deliverables**

Proposed changes must continue to meet the conditions and criteria described in these Guidelines, and must not include any modifications that would significantly alter the Project's purpose, impact, and/or eligibility set forth in the Grantee's application.

### **Changes to Project Budget**

The total dollars of a category in the Budget Estimate may be increased by up to ten percent (10%) through reallocation of funds from another category (with the exception of contingency), without prior approval. However, the Grantee shall notify the Grant Coordinator in writing when any such reallocation is made and must identify both the item(s) being increased and those being decreased.

Any cumulative increase or decrease of more than ten percent (10%) from the original budget amount of a category must be approved in writing by the CCC through a Grant Change Request Form. The total amount of the Grant Funds may not be increased, nor may any adjustments exceed the percentage limits set for as applicable and described in these Guidelines.

### **Payment of Grant Funds**

Only costs incurred during the Project Performance Period as defined in the executed Grant Agreement will be eligible for reimbursement.

### **Grant Reimbursement Requests (Invoices)**

All eligible reimbursement requests must be paid out by the LCC to the vendor before the CCC will approve a payment request. When invoicing for payments, the Grantee must submit the following documentation to demonstrate that the invoiced amounts are for valid expenditures incurred and that the expenditures are consistent with the intended purpose of the grant agreement:

1. Cover Letter on Organization Letterhead with:
  - Date
  - Grant Agreement Number
  - Amount
  - Signature by Authorized Signatory
2. CCC Form 512 – Grant Reimbursement Request
3. Copies of Corpsmember Timesheets and must include:
  - Corpsmember signature
  - Supervisor signature
  - Project title
  - Project number/code
  - Type of work clearly indicated.

Corpsmember payroll records must include an indication of the Corpsmembers' work location and duties on any given day. Due to the differences in payroll reporting mechanisms, this information can be reported in a number of ways. Please contact your Grant Coordinator for clarification.

4. Documentation Verifying Expenditures:

One of the following types of verification must document each expenditure:

- Copies of invoices with a zero-balance,
- Copies of cancelled checks (front and back) with invoices for verification,
- A statement from the vendor (with signature) verifying the payment has been made, or
- A receipt.

5. Line Item Expenditures/Line Item Tracker:

Each Grant Reimbursement Request must include a Line Item Tracker that includes each item from the Budget Estimate Form. Reconciliation of expenditures between the Line Item Tracker and accounting records should be performed with every invoice to ensure all financial information is accurate. Your Local Corps Grant Coordinator can provide a template upon request.

**Invoices shall not be submitted more than once per month, but not more than three months in arrears.**

*Grant reimbursement packages may be scanned and emailed to your grant coordinator – an original, hard copy is not required.*

## **Retention**

10% of funds will be retained from each payment request. To obtain a retention payment, a Project Completion Report must be submitted to the CCC. A final site visit may be conducted. The CCC recommends that LCCs invoice for retention payments after all such activities are completed.

## **Reporting Requirements**

All LCCs are required to submit the reports listed below for each funded project.



## Quarterly Reports

Each LCC must submit Quarterly Reports that describe the current status of the project, all project activities performed during the reporting period, and budget expenditures incurred. Reports must also include progress photos. If an advance has been granted, the quarterly report must also document all interest earned in interest bearing accounts.

[Note: Quarterly Reports are due for all active (executed) grants, even if the project has not started or incurred expenses. In the event a project has not started, the Quarterly Report should include the current status and estimated start date, and any other pertinent information.]

Quarterly Reports are due 30 days after the end of each quarter. Quarters are defined as follows:

Quarter	Timeframe	Due Date
Quarter 1 (Q1)	July 1 <sup>st</sup> – September 30 <sup>th</sup>	Last business day of October
Quarter 2 (Q2)	October 1 <sup>st</sup> – December 31 <sup>st</sup>	Last business day of January
Quarter 3 (Q3)	January 1 <sup>st</sup> – March 31 <sup>st</sup>	Last business day of April
Quarter 4 (Q4)	April 1 <sup>st</sup> – June 30 <sup>th</sup>	Last business day of July

## Project Completion Report

Each LCC must submit a Project Completion Report to receive the final retention payment of the grant. The purpose of the report is to provide a stand-alone, comprehensive document that captures all pertinent details about the project.

The report must include:

- Project output amounts completed
  - Confirm the completed outputs/outcomes and scope of work from original application
- Sponsor verification of the completion of the project
- Final grant expenditures and all funding sources
- Photos
  - Minimum of three “after” photos (must include location, directional view and street names), in the same area and view as the “before” photos
- Project-specific qualitative benefits.
  - Provide a brief narrative or list of how specifically the project accomplishes non-motorized use and workforce development
- Before & After User Counts, reported as “Daily Pedestrian Volume” or “Daily Bicycle Volume.” See Appendix B for more information.
- Describe methodology used for each after count (must be consistent with before count).

Completion reports may be requested by an oversight agency, the legislature, auditors, and/or the general public.

In addition to Quarterly Reports and Project Completion Reports, Caltrans and the CTC may request additional data and/or reporting information on ad hoc basis.

### **Accountability Requirements**

Once the CCC approves a project, pertinent details (including, but not limited to, location, project scope and funding amount) will be submitted to the CTC and available to the public.

### **Site Visits**

CCC staff and staff from other agencies including, but not limited to, Caltrans, CTC, Department of Finance, State Controller's Office and/or the Natural Resources Agency may make periodic site visits to determine if ATP Aug-funded projects are consistent with the program and guidelines. 24-hour advance notification will be provided, as possible. In addition, a final site visit may be conducted before final retention payments will be approved and issued.

### **Audit Requirements**

The CCC and all grantees are subject to audits of ATP Aug funding. If the project is selected for audit, the grantee will be contacted in advance. The grantee must provide a copy of any document, paper, record or the like, requested by the auditor.

Audits determine if:

- Expenditures were made according to the established criteria and processes.
- Expenditures achieved the intended outcomes.

Additionally, the CCC may conduct intermittent documentation reviews to ensure grant requirements are met and in compliance with the grant agreement.

### **Accounting Requirements**

The grantee must maintain an accounting system that:

- Complies with Generally Accepted Accounting Principles (GAAP);
- Accurately reflects fiscal transactions, with the necessary controls and safeguards;
- Provides a good audit trail, including original source documents such as purchase orders, receipts, progress payments, invoices, time cards, canceled checks, etc.; and
- Provides accounting data so the total cost of each grant can be readily determined.

### **Records Retention**

The grantee shall retain ATP Aug grant records for a period of three (3) years after project completion. A grant is considered complete upon the receipt of the final grant payment from the State. In addition, records should be retained one (1) year following an audit.

## VI. APPENDICES

### Appendix A: 2019 ATP Guidelines CCC and LCCs

Adopted by the California Transportation Commission May 16, 2019, Resolution G-18-19

#### APPENDIX D

##### California Conservation Corps

##### Active Transportation Program Guidelines California Conservation Corps and Certified Local Community Conservation Corps

These guidelines are the policies and procedures specific to the most recently adopted Active Transportation Program (ATP) that is directed to the California Conservation Corps and certified Local Community Conservation Corps.

#### I. Authority and Purpose

Senate Bill 1 (Beall, Chapter 5, Statutes of 2017), signed by the Governor on April 28, 2017, directs \$100 million annually from the Road Maintenance and Rehabilitation Account to the ATP beginning in the 2017-18 fiscal year. In addition, Assembly Bill 97 (Ting, Chapter 14, Statutes of 2017) directs \$4 million of the \$100 million annually, beginning in the 2017-18 fiscal year for the next five years, to the California Conservation Corps for active transportation projects to be developed and implemented by the California Conservation Corps and certified Local Community Conservation Corps. The availability of these funds is subject to annual appropriation by the Legislature. Not less than 50% of these funds shall be in the form of grants to certified Local Community Conservation Corps, as defined in Section 14507.5 of the Public Resources Code. Unless otherwise specified in these guidelines, the Commission will follow the most recently adopted ATP Guidelines: <https://catc.ca.gov/programs/active-transportation-program>

The 2019 Active Transportation Program California Conservation Corps and Certified Local Community Conservation Corps will include three years of funding. New programming capacity will be for state fiscal years 2019-20, 2020-21, and 2021-22.

#### II. Active Transportation Program Goals

The purpose of ATP is to encourage increased use of active modes of transportation by achieving the following goals:

- Increase the proportion of trips accomplished by biking and walking,
- Increase safety and mobility for non-motorized users,
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals, pursuant to Senate Bill 375 (Of 2008) and Senate Bill 341 (of 2009),
- Enhance public health,
- Ensure that disadvantaged communities fully share in the benefits of the program, and provide a broad spectrum of projects to benefit many types of active transportation users.

#### III. Schedule

Applications due to California Conservation Corps December 31, 2018

California Conservation Corps submits applications to Caltrans February 15, 2019  
Caltrans Recommendations of Corps projects to Commission April 30, 2019  
Commission Adopts List of Recommended Projects June, 2019  
Commission Allocates funds to Caltrans at the scheduled June Commission meeting

#### **IV. Eligible Project Types**

Eligible projects include projects that meet the goals of ATP as listed above, and may be part of an existing bicycle or pedestrian transportation plan, safe routes to school plan, active transportation plan for disadvantaged communities, or multi-use or recreational trail plan. Examples of typical project work can be found in the Commission's ATP Guidelines at: <https://catc.ca.gov/programs/active-transportation-program>.

The California Conservation Corps and certified Local Community Conservation Corps will consider, but not be limited to, projects with the following elements:

- Repair, remove and replace sidewalks
- Sign installation
- Irrigation
- Landscaping
- Demolition and deconstruction
- Tree planting
- Trail construction
- Bike locker and bike rack installation
- Fencing
- Outreach and education

When the California Conservation Corps or a certified Local Community Conservation Corps elect to partner with an ATP eligible applicant to implement the project, the California Conservation Corps and/or certified Local Community Conservation Corps will only consider those projects where at least 75% of the project cost includes items where the California Conservation Corps and/or certified Local Community Conservation Corps can participate.

#### **V. Minimum and Maximum Request for Funds**

The minimum request for ATP funds by the California Conservation Corps and certified Local Community Conservation Corps that will be considered is \$50,000. The maximum requests for funds will not exceed the available levels of funding for each fiscal year.

#### **VI. Co-Applicants**

The California Conservation Corps or a certified Local Community Conservation Corps can serve as the lead applicant, or may partner with an entity that will serve as the lead applicant and implementing agency, and therefore the partnering agency assumes responsibility for the ongoing operations and maintenance of the facility/project. Documentation of the agreement between the California Conservation Corps or a certified Local Community Conservation Corps and the partnering agency (e.g. letter of intent) must be submitted with the project application(s).

Eligible co-applicants include:

- Local, Regional or State Agencies (e.g. city, county, Metropolitan Planning Organization, and Regional Transportation Planning Agency)
- Caltrans

- Transit Agencies (any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration)
- State or Local Park or Forest Agencies
- State or Local Fish and Wildlife Agencies
- Department of Interior Land Management Agencies
- U.S. Forest Service
- Tribal Governments
- Private nonprofit tax-exempt organizations eligible for Recreational Trail Program funds. These program funds can only be used for projects such as recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails. Projects must benefit the general public, and not only a private entity
- Any other entity with responsibility for oversight of transportation or recreational trails that the Commission determines to be eligible

## **VII. Project Selection Criteria**

The project selection process carried out by the Corps will adhere to and conform to the Commission schedule for each ATP funding cycle. Projects will be selected by the Corps on a competitive basis and will be scored and ranked on the basis of applicant response to the following criteria:

- Projects can commence construction within six months of an award and shall be completed within two years from the project start date.
- Benefit to disadvantaged communities - a minimum of 25% of all California Conservation Corps and certified Local Community Conservation Corps proposals that are approved must benefit a Disadvantaged Community as defined by median household income, CalEnviroScreen, or Free or Reduced Priced School Meals as defined in the ATP Guidelines.
- Ability to further the goals of ATP.
- Ability to leverage other funds.

## **VIII. Project Selection Process**

Applicants must submit an electronic version of the complete grant application package to the California Conservation Corps by the annual deadline reflected in these guidelines. Application packages will be reviewed for completeness and eligibility and evaluated by a review committee using established criteria. The review committee will consist of separate and designated teams of California Conservation Corps and certified Local Community Conservation Corps representatives.

The California Conservation Corps must submit funding recommendations to the Caltrans ATP Managers for review. The recommendations must include a substitution list of projects that will be considered for funding in the event projects from the recommended funding list are unable to proceed. The projects recommended for funding must also provide a Project Programming Request (PPR) form and the following information must be provided: project name, lead agency, partnering agency, project location, project description/scope, cost estimate, delivery schedule, project score from competitive review process.

Caltrans ATP Managers will review the project list and make a recommendation to Commission

staff for approval. Commission approval of the list of projects recommended for funding is required prior to the lump-sum allocation of funding to Caltrans.

In the event a project is removed or savings are generated from the funding list, a project from the substitution list may be awarded as long as there is sufficient capacity to allow this substitution. Project substitution must be reported to the Commission. The California

Conservation Corps administers the program of projects approved by the Commission and is responsible for reporting on the program pursuant to Section XI of these guidelines.

## **IX. Environmental Review**

Pursuant to Public Resources Code Sections 21102 and 21150, the Commission must consider the environmental impacts of a project prior to making an allocation of funds. California Environmental Quality Act (CEQA) compliance documentation for the proposed California

Conservation Corps and certified Local Community Conservation Corps projects must be provided as follows:

For projects that are exempt from CEQA, documentation of the exemption must be provided with the project application and included with funding recommendations submitted to Caltrans ATP Managers for review. Project lists being submitted to the Commission for consideration of a lump sum allocation must cite the date the CEQA exemption was cleared.

For projects that are not exempt from CEQA, and for which an environmental document has been prepared and approved, documentation of the CEQA clearance must be provided with the project application. The Commission must consider the environmental document and approve the project for future funding via the issuance of an e-resolution. E-resolutions must be obtained at a Commission meeting that is either prior to, or concurrent with, the lump sum allocation request.

For more information on the process by which to obtain an e-resolution please see: <https://catc.ca.gov/programs/environmental/>. Allocation requests will be brought forward for Commission consideration by Caltrans Local Assistance.

In the event that the project is subject to the National Environmental Policy Act (NEPA) it is the Commission's policy that documentation of NEPA clearance is provided with the project application and prior to allocation of funds.

## **X. Allocation**

The California Conservation Corps' list of projects recommended for funding will be submitted for approval and lump sum allocation by the Commission pursuant to the schedule identified in these guidelines and in accordance with this section.

The Commission will allocate the funds to Caltrans as a lump-sum and Caltrans will sub-allocate funding to the California Conservation Corps.

For projects exempt from CEQA, at the time of allocation, the date of the CEQA exemption determination by the lead agency must be noted in the list of projects being approved for allocation.

For projects not exempt from CEQA, and for which an environmental document has been prepared and approved, an e-resolution must be issued by the Commission prior to the list of projects being approved for allocation pursuant to Section IX of these guidelines.

The Commission's expectation is that consistent with the requirements of the overall Active Transportation Program, the Corps will administer these funds to their grantees on a reimbursement basis. The availability of these funds is subject to annual appropriation by the Legislature. The California Conservation Corps will submit an allocation request to Caltrans. The

California Conservation Corps is responsible for the expenditures of all allocated funds. Costs incurred prior to Commission allocation are not eligible for reimbursement.

## **XI. Reporting**

The California Conservation Corps is required to submit semi-annual project status reports for the program as well as project completion reports within six months of construction contract acceptance or the project becoming operable (open to the public) and a final delivery report within 180 days of the conclusion of all remaining project activities to Caltrans. Refer to the most recent Commission ATP Guidelines at <https://catc.ca.gov/programs/active-transportation-program> for reporting requirements.

## Appendix B: User Counts

Per Caltrans' reporting requirements, user counts are required no more than six months before the project start date, and post counts that shall be taken at least six months after project is complete. Grantee shall work with project partners/sponsor(s) to ensure counts are conducted and reported to the CCC using Caltrans' Interim Count Methodology Guidance.

The Interim Count Methodology Guidance is intended to guide ATP applicants and project awardees in meeting the minimum expectations for conducting user counts requirement for active transportation projects funded through the Active Transportation Program.

See the Interim Guidance for more detail: <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/ob/2019/ob19-02-attachment.pdf>

**Count Data Collection Methods (Table 1)**

ATP Project Type	Recommended Count Type & Method	Duration	Alternative Count Type & Method	Duration
Infrastructure  (Including Safe Routes to School Infrastructure projects)	Automated 24 Hour  Manual Count from Video 24 Hour	One Week	Manual In-field Counts  Peak Period	4-total Hours on 3 Weekdays (T, W, TH) at 7 – 9 AM and 4 – 6 PM and 1 Weekend day 11 AM – 1 PM
Safe Routes to School Non-Infrastructure	Classroom Student Travel Tallies (at each school in project)	Two Days for Tallies-averaged	Automated or Manual Volume Counts (Per Infrastructure Recommendations)	
Community Wide/Jurisdiction Wide Non-Infrastructure	Surveys/Modeling	Variable	Automated or Manual Volume Counts (Per Infrastructure Recommendations)	

**Note:** New facilities, such as a new Class 1 trail, do not require pre-construction user counts. The initial user count will be assumed to be zero. An agency may elect to do field counts at location(s) that have an existing facility, such as a dirt trail, for reporting purposes.

LCCs wishing to utilize methodologies that do not conform to the approved methodologies listed in the Interim Count Methodology Guidance must secure approval from the CCC prior to initiating data collection efforts.



## Appendix C: Disadvantaged Communities

The Active Transportation Program Guidelines for the CCC and Certified LCCs require that “a minimum of 25% of all approved proposals must benefit a Disadvantaged Community (DAC) as defined by median household income, CalEnviroScreen or Free or Reduced Priced School Meals as defined in the ATP Guidelines.” To qualify, the project must clearly demonstrate, with verifiable information, a direct, meaningful, and assured benefit to a disadvantaged community. A project is considered beneficial if it fulfills an important need of low-income people in a way that provides a significant value. The project’s benefits must primarily target low-income people while avoiding substantial burdens on a disadvantaged community.

It is incumbent upon the applicant to clearly articulate how the project benefits the disadvantaged community; there is no presumption of benefit, even for projects located within a disadvantaged community. For a project to qualify as directly benefiting a disadvantaged community, the project must:

- be located within or be within reasonable proximity to, the disadvantaged community served by the project,
- have a direct connection to the disadvantaged community, or
- be an extension or a segment of a larger project that connects to or is directly adjacent to the disadvantaged community.

To qualify as a disadvantaged community the community served by the project must meet at least one of the following criteria:

- Median Household Income: (Table ID B19013) is less than 80% of the statewide median based on the most current Census Tract (ID 140) level data from the 2012-2016 American Community Survey (<\$51,026). Communities with a population less than 15,000 may use data at the Census Block Group (ID 150) level. Unincorporated communities may use data at the Census Place (ID 160) level. Data is available at: <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>
- CalEnviroScreen: An area identified as among the most disadvantaged 25% in the state according to the CalEPA and based on the California Communities Environmental Health Screening Tool 3.0 (CalEnviroScreen 3.0) scores (score must be greater than or equal to 36.62). This list can be found at the following link under SB 535 List of Disadvantaged Communities: <http://www.calepa.ca.gov/EnvJustice/GHGInvest/>
- National School Lunch Program: At least 75% of public school students in the project area are eligible to receive free or reduced-price meals under the National School Lunch Program. Data is available at <http://www.cde.ca.gov/ds/sd/sd/filessp.asp>. Applicants using this measure must indicate how the project benefits the school students in the project area. Project must be located within two miles of the school(s) represented by this criteria.

## Appendix D: Acknowledgment Signage

Signage is not required but strongly encouraged. Local Conservation Corps must have signage approved by the California Conservation Corps before purchasing takes place.

Per the 2019 ATP Guidelines, the signage must state that the project was made possible by **SB 1 – The Road Repair and Accountability Act of 2017**. Signage should comply with applicable federal or state law, and Caltrans' manual and guidelines, including but not limited to the provisions of the California Manual on Uniform Traffic Control Devices.

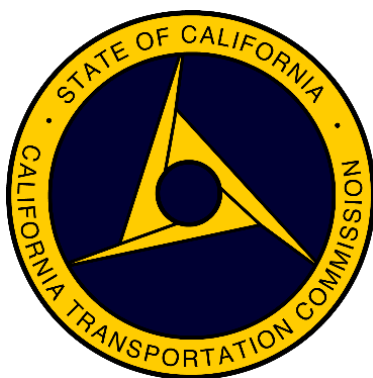
**Sign Construction:** All materials used must be durable and resistant to the elements and graffiti. The California Department of Parks and Recreation and the California Department of Transportation standards can be used as a guide.

**Sign Duration:** Project Signs must be in place for a minimum of four years from the date of project completion.

**Required logo (sample only):**



**Optional Logos (samples only):**



**END OF GUIDELINES**